



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1650.1
BUMED-M09BB14
27 Jun 2006

BUMED INSTRUCTION 1650.1

From: Chief, Bureau of Medicine and Surgery
To: All BUMED Codes and Regional Commanders

Subj: PROCESSING OF AWARD RECOMMENDATIONS FOR MILITARY
MEMBERS AND UNIT AWARDS

Ref: (a) SECNAVINST 1650.1G
(b) DODINST 1348.33 of 1 Jul 2004

Encl: (1) OPNAV 1650/3 (Rev. 7-04) Personal Award Recommendation
(2) Guidelines for Completing OPNAV 1650/3
(3) Standard Opening and Closing Statements
(4) Sample Citations
(5) Format for Flag Letter of Commendation
(6) OPNAV 1650/14 Unit Award Recommendation

1. Purpose. To provide information and regulations on awards for military members assigned to the Bureau of Medicine and Surgery (BUMED) Headquarters and its subordinate activities.

2. Background

a. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance.

b. Equally important is the need to preserve the character and meaning of awards. This can be done only if the originators of award recommendations adhere to the policies and standards prescribed in reference (a).

3. Policy. Per reference (a), all officers and enlisted personnel will be afforded full recognition for sustained exceptional performance of duty and/or specific outstanding accomplishments above and beyond that normally expected of their rank. Supervisors will ensure they are nominated for recognition either for a specific outstanding achievement or for sustained superior performance.

a. Recommendations for military decorations, submitted at the conclusion of normal tours of duty for meritorious or distinguished service, should cite specific achievements not previously recognized by an award. They must cite performance of duty which is above and beyond that normally reflected in fitness reports, enlisted evaluations,

meritorious masts, letters of commendation, or other public recognition. Recommendations should not be automatic or follow a precedent based on awards given to previous incumbents.

b. Awards will be approved by cognizant authority as established by reference (a) and as outlined below and in enclosure (1).

(1) Bronze Star and higher. Per reference (b), awards for Bronze Star, Navy and Marine Corps Medal, Distinguished Flying Cross, Purple Heart, and Air Medal (Strike/Flight) are awarded by Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO) or Commandant of the Marine Corps (CMC) under delegated authority from SECNAV in the name of the President.

(2) Legion of Merit (LM). Chief, BUMED, via BUMED Awards Board.

(3) Meritorious Service Medal (MM). Navy Medicine Regional Commander at Flag Officer rank; where no flag is in command, Chief, BUMED via BUMED Awards Board.

(4) Navy and Marine Corps Commendation Medal (NC). Commanding officers at the rank of Captain (0-6) or above.

(5) Navy and Marine Corps Achievement Medal (NA). Commanders and commanding officers eligible to wear the Command at Sea or Command Ashore device by virtue of current billet and prospective commanding officers (PCOs) of new construction.

(6) Unit Awards. Per reference (b), unit awards must be approved by CNO or higher authority. Unit award recommendations will be forwarded to Chief, BUMED via the chain of command and reviewed by the BUMED Awards Board.

c. Commands that are intermediate commands and not the final awarding authority must forward awards to higher authority within 2 weeks of receipt. Recommendations will not be terminated at any level below the final decision-making authority.

d. Award recommendations requiring processing through the BUMED Awards Board must be received in the M09BB14 office 60 days prior to the terminal leave or transfer date.

e. If timelines cannot be met, the regional commander, commanding officer, or BUMED Chief of Staff must submit a memorandum to M09BB14 stating the extenuating circumstances and request special consideration.

4. Responsibilities

a. Navy Medicine regional commanders and commanding officers of subordinate commands will:

(1) Appoint an officer to act as Chair of their Command Awards Board and act as the primary point of contact for the BUMED Awards Program Manager.

(2) Establish an Awards Board with precepts and board membership guidelines following guidance set forth in references (a) and (b) to process, review, and make award recommendations on all military award packages.

(3) Endorse all award submissions on personnel assigned to their command.

(4) Not approve awards for any member considered personal staff; these awards must go to the next higher level in the chain of command for approval.

b. Deputy Chiefs of Staff, BUMED will:

(1) Appoint their executive assistant to serve as the primary liaison with the BUMED Awards Program Manager.

(2) Endorse all award submissions on personnel assigned to their code.

c. Command Awards Board Chairs and Executive Assistants will act as point of contact for tracking awards, ensuring awards are forwarded in a timely manner and, upon request, providing additional information to BUMED Awards Board.

d. The Chief of Staff (COS), BUMED will establish a BUMED Awards Board as outlined below. The Board must have representation from each medical department corps i.e., one Medical Corps (MC) officer, one Dental Corps (DC) officer, one Medical Service Corps (MSC) officer, one Nurse Corps (NC) officer, and one Hospital Corpsman (HM). The board membership will be as follows:

(1) Chair: Assistant Chief of Staff (ACOS).

(2) Vice-Chair: Director for Administration (DFA) serves as a regular member of the Board and acts as Chair in absence of DCOS.

(3) Members: Include representatives from M1, M3, M5, M8, and N931, as well as a Reserve officer and the Command Master Chief.

(4) Ad Hoc Members: If CMC is not HM, then COS will appoint an HMCM to sit as an ad hoc member to represent HM awards. Navy regional commander representatives are invited to participate as ad hoc members whenever they have awards for consideration.

(5) BUMED Awards Program Manager serves as recorder and is a non-voting member.

5. BUMED Awards Board Guidelines

a. The BUMED Awards Board will meet the second and fourth week of each month. Additional meetings may be called by the Chair as needed for special situations. Submissions will close on Thursday of the week prior to each Board.

b. A quorum of five voting members is required to convene the Awards Board. All Board members are required to send a representative in their absence or submit recommendations to the BUMED Awards Program Manager.

c. The Board will review all recommendations for awards to ensure that the recommended award is commensurate with the individual's performance and scope of responsibility. Board recommendations will be as follows:

(1) Awards deemed substantiated will be forwarded to Chief, BUMED for approval and signature.

(2) Awards determined to have an inadequate write-up will be returned to the appropriate code or command for review and rewrite. A BUMED Awards Board member will be appointed to follow-up with the code or command to clarify the Board's position and answer questions as needed. Award packages must be returned to the Board no later than 10 working days from the date the code or command received notification of rewrite. The Board will make final recommendations and the award will be forwarded with appropriate comments to Chief, BUMED.

(3) Awards determined to be at an unsubstantiated award level will be forwarded with appropriate comments and recommendation to Chief, BUMED.

d. The BUMED Awards Program Manager will:

(1) Enter all internal and external award nominations, Navy and Marine Corps Achievement Medals and higher, into the BUMED Intranet database and the Navy Department Awards Web Service (NDAWS) database.

(2) Act as subject matter expert (SME) for development and implementation of BUMED awards including all aspects of awards processing, editing, reviewing, typing of final award recommendations, and routing to Chief, BUMED.

(3) Maintain award records and files per reference (b).

6. Award Level. Reference (a) is the principal guidance for writing awards. This instruction provides rules, eligibility, and recommended level for award. These guidelines are outlined below:

a. Flag Letter of Commendation (FLOC). Should be recommended for special actions that required obvious additional effort at a command level, for completion of a specific project in a superior manner, or for sustained superior job performance that should be recognized but does not meet the criteria for a Navy and Marine Corps Achievement Medal.

b. Military Outstanding Volunteer Service Medal (MOVSM). Per reference (a), MOVSMs should be recommended for outstanding volunteer community service of a sustained, direct, and consequential nature.

c. Navy and Marine Corps Achievement Medal (NA). Recommended for "professional achievement" in the performance of one's duty. Individuals recommended should have had a significant impact on their division or directorate and greatly improved the area in which they worked. They are credited with bringing the directorate to a higher state of readiness for its assigned mission, although their sphere of responsibility was small.

d. Navy and Marine Corps Commendation Medal. Recommended for heroic or meritorious achievement or service at the command level. The member had a tremendous positive impact on the command as a whole, from either a division or directorate level. This impact resulted in significant monetary savings, initiative, creativity, or change in command policy. To award for an act of heroism, the act should be worthy of special recognition, but not to the degree required for the Bronze Star Medal when combat is involved or the Navy and Marine Corps Medal when combat is not involved.

e. Meritorious Service Medal. Recommended for personnel who have performed in a manner above that normally expected and have had a definite contribution to the Naval Service. Often these accomplishments have resulted in significant savings to the Navy while dramatically increasing effectiveness of the command and/or service to the medical department. Recipients have been an asset to their command's mission, their corps, and/or the Navy Medical Department.

f. Legion of Merit. To justify this decoration, the service rendered must have significant impact on all BUMED activities, or on the U.S. Navy as a whole. Individuals generally hold positions equivalent to commanding officer, executive officer of a major shore command, or as a program manager for a major program within the U.S. Navy.

g. Awards higher than LM. Guidance can be found in reference (a) for any awards higher than LM. Chief, BUMED can approve up to an LM. Higher awards will be endorsed and forwarded to Office of the Chief of Naval Operations (OPNAV).

7. Procedures for Submitting an Award Recommendation

a. Personal Award Recommendations

(1) All personal award recommendations must include a completed OPNAV 1650/3 (enclosure 1). Enclosure (2) provides guidelines for completing the OPNAV 1650/3.

(2) Enclosure (3) provides format for Flag Letter of Commendation. Enclosure (4) provides citation guidelines and standard opening and closing statements for NA, NC, MM, and LM. Enclosure (5) provides sample citations for NA, NC, MM, and LM.

(3) Awards higher than a "specific achievement" NA must include Summary of Action (SOA). This provides additional supporting evidence justifying the recommendation. Specific guidelines for the SOA are:

(a) A brief SOA, containing four or five strong bullets and an opening and closing paragraph is required for a NA and NC. A detailed SOA, no longer than three pages in length, is required for an MM or LM.

(b) Bullets for SOA should contain a minimum of three sentences. The first sentence introduces the bullet subject. The second sentence describes the subject and how it relates to the command and department mission. The third sentence identifies how the action affected the command, Navy Medicine, and Navy/Marine Corps.

b. Unit Awards. Recommendations for the Presidential Unit Citation (PUC), Navy Unit Commendation (NUC), and Meritorious Unit Commendation (MUC) are submitted to Chief, BUMED via the Awards Board. Commands cannot submit themselves for unit awards; they must originate from higher authority. Unit Award recommendations must meet the eligibility requirements stated in reference (a). Additionally, Unit Award recommendations must include the following:

(1) OPNAV 1650/14, Unit Award Recommendation Form, enclosure (6).

(2) A narrative justification containing sufficient data to enable reviewing and approving authorities to consider them adequately.

(3) A complete list of all units recommended for participation, including staff when appropriate, with dates of attachment to the unit recommended for citation. Previous unit awards that have been approved or recommended for any units on the list should be noted. If there have been no previous unit awards for the period of the recommendation, a statement to this effect should be included. Note that these will be endorsed and forwarded to OPNAV.

(4) An estimate of the total number of personnel who would be eligible to participate in the award should it be approved.

(5) An unclassified proposed citation not to exceed one page in length.

(6) For Presidential Unit Citation recommendations only, include an unclassified summary of the recommendation in narrative form, no more than three pages in length, and provide a concise summarization of the justification for the award, including figures on friendly and enemy casualties, numbers of personal awards issued as a result of the action, and a description of damage incurred by both sides.

(7) Recommendations that nominate civilians for participation must include a list of nominated civilians with appropriate justification and a statement that those civilians are U.S. citizens and employees of the Department of the Navy.

8. Forms

a. OPNAV 1650/3 (Rev. 7-04), Personal Awards Recommendation form is available for download at: <http://forms.daps.dla.mil/>; local reproduction is authorized.

b. OPNAV 1650/14, Unit Award Recommendation form is available in fillable PDF format on the Navy Department Awards Web site at: <http://Awards.navy.mil/>.



D. C. ARTHUR

Distribution is electronic only via the Navy Medicine web site at:
<http://navymedicine.med.navy.mil/>

PERSONAL AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO (Awarding Authority): ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:		4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):	
6. SSN		7. DESIG/NEC/MOS		5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)			8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):		
11. COMPONENT			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
13. PAYGRADE AND RATING			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)		
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD					
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:			
25. ACTION DATE/MERITORIOUS PERIOD			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:		
27. GEOGRAPHIC AREA OF ACTION/SERVICE			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: DATE RECEIVED:					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: TO: CNO (DNS-37/N09B13) CMC (CODE MMMA) 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded.					

By direction

27 Jun 2006

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

35. Summary of Action (not required for Command approved NAMs)

Guidelines for completing the OPNAV 1650/3 (Rev. 7-04) Personal Award Recommendation Form	
BLOCK	DESCRIPTION
1.	<u>Within BUMED:</u> This should be the Deputy Chiefs, e.g., "Deputy Chief BUMED, Manpower & Personnel." <u>Outside BUMED:</u> This should be the commanding officer or officer in charge.
1a.	Type in UIC of Originating Command
2.	<div style="display: flex; justify-content: space-between;"> <div> Chief, Bureau of Medicine and Surgery 2300 E St., N.W. Washington, DC 20372 <u>SGs Personal Staff, LMs for "Flags," DMs, and MUC Awards</u> Chief of Naval Operations 2000 Navy Pentagon Washington, DC 20350-2000 </div> <div> <u>Unit Awards higher than MUC</u> Secretary of the Navy 2000 Navy Pentagon Washington, DC 20350-2000 </div> </div>
2a.	BUMED UIC is 00018.
3.	Writer of the Award.
4.	Telephone number of the Writer.
5.	Self-explanatory.
5a.	Self-explanatory.
6.	Self-explanatory.
7.	<div style="display: flex; justify-content: space-between;"> <div> <u>DESIG:</u> Is the officer designator, such as 2200, 2300, 2900 etc. </div> <div> <u>NEC:</u> Is the Navy Enlisted Classification code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros) in this block. </div> <div> <u>MOS:</u> This is the USMC Military Occupational Standard. </div> </div>
8.	Enter detachment date, terminal leave date, or ceremony date.
9.	Type the person's LAST name first (ALL CAPITAL LETTERS), followed by a comma, then type first name, middle initial, and any suffixes (e.g., Jr., Sr., II, III, etc.). If no middle name type NMN.
10.	Check the appropriate box.
11.	Self-explanatory.
12.	(You MUST type in the <u>COMPLETE</u> mailing address including command, street address, city, State, and zip code of the member's new duty station. If retirement, type in the <u>COMPLETE</u> home mailing address including zip code).
13.	For the person being recommended use the authorized abbreviation (e.g., CAPT/06 CDR/05, LCDR/04, HMCM/E9, HMCS/E8, etc.).
14.	AW, FMF, SW, use only authorized. If no designator write "N/A."
15.	Enter the Unit to which the individual being recommended was assigned during the period covered by the proposed award.

Guidelines for completing the OPNAV 1650/3 (Rev. 7-04) Personal Award Recommendation Form	
BLOCK	DESCRIPTION
16.	Type in a one or two word general description of what the person was doing during the period the award is recommended, (e.g., commanding officer, deputy, flight instructor, department head, etc.)
17.	The unit to which the individual being recommended was assigned during the period covered by the proposed award.
18.	Type in Campaign (if applicable) N/A if not.
18a.	Type in Operation (if applicable) N/A if not.
19.	A PERSONAL decoration is one that is listed in SECNAVINST 1650.1G, chapter (e.g., NAs, NCs, MMs, etc.) Good Conduct Medals are not considered personal decorations. NUCs, MUCs, and similar unit awards will not be listed. Ensure the period covered for each personal award is included. If the previous award period overlaps with the current meritorious period, a copy of the previous award must accompany the package for review by the Awards Board.
20.	Type in type of Award e.g., NA, NC, MM, etc.
21.	Self-explanatory. The majority of peacetime awards will be "meritorious."
22.	Self-explanatory.
23.	If the person being recommended has never received the recommended award, then type in "First." If the award will be second or third in kind, then so indicate, e.g., "SECOND," "THIRD," etc.
24.	Self-explanatory.
25.	Enter the start and stop dates of period covered for the recommended award. For Retirement end with the expiration of active duty date not the terminal leave date.
26.	(For 0-6 & Above) Type in name of predecessor.
27.	Type in CONUS, OCONUS, WESTPACT, etc.
28.	Self-explanatory.
29.	Self-explanatory.
30a.	Within BUMED: This should be the Deputy Chief's name e.g., J. E. Doe, RADM, MSC, USN, Chief of Staff. Outside BUMED: This should be the commanding officer or officer in charge's name, e.g., J.E. Doe, CAPT, MSC, USN, commanding officer or officer in charge (whichever is applicable).
31a.	Within BUMED: Leave Blank. Outside BUMED: As required by the Chain of Command.
32.	Leave Blank (Only for Awarding Authority).

Standard Opening and Closing Statements

Navy and Marine Corps Achievement Medals	
# Lines in Citation	7 ½ (including the standard opening and closing and using no Acronyms).
Page Setup	Landscape, Full Justification.
Standard Opening Sentence	"For professional achievement in the superior performance of his or her duties while serving as <u>Job Title, Department, Command, City, State</u> , from Month/year to Month/year."
Standard Closing Sentence	"Petty Officer Doe's personal initiative, perseverance, and unswerving devotion to duty reflected great credit upon himself or herself and were in keeping with the highest traditions of the United States Naval Service."

Navy and Marine Corps Commendation Medals	
# Lines in Citation	7 ½ (including the standard opening and closing and using no Acronyms).
Page Setup	Landscape, Full Justification.
Standard Opening Sentence	"For meritorious service or achievement while serving as <u>Job Title, Department, Command, City, State</u> , from Month/year to Month/year."
Standard Closing Sentence	"By his or her noteworthy accomplishments, perseverance, and devotion to duty, Petty Officer Doe reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service."

Meritorious Service Medals	
# Lines in Citation	Maximum 22 (including the standard opening and closing and using no Acronyms).
Page Setup	Portrait, Full Justification.
Standard Opening Sentence	"For outstanding meritorious achievement or service while serving as <u>Job Title, Department, Command, City, State</u> , from Month/year to Month/year."
Standard Closing Sentence	"The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander Doe reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service."

Legion of Merit Medals	
# Lines in Citation	Maximum 22 (including the standard opening and closing and using no Acronyms).
Page Setup	Portrait, Full Justification.
Standard Opening Sentence	"For exceptionally meritorious conduct in the performance of outstanding service while serving as <u>Job Title, Department, Command, City, State</u> , from Month/year to Month/year."
Standard Closing Sentence	"Commander Doe's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service."

SAMPLE CITATION

The Secretary of the Navy takes pleasure in presenting the Navy and Marine Corps Achievement Medal to

HOSPITAL CORPSMAN SECOND CLASS (SURFACE WARFARE)

JOHN D. SMITH

UNITED STATES NAVY

for service as set forth in the following
CITATION:

For professional achievement in the superior performance of his duties while serving as Job Title, Department, Command, City, State, from April 1997 to April 2000. Petty Officer Smith's exceptional customer service skills and attention to detail facilitated the smooth check-in of over 1,000 students and enabled provision of transfer briefs for more than 1,500 students. He processed over 450 overseas screenings and performed quality assurance on more than 900 student performance evaluations. Petty Officer Smith's personal initiative, perseverance, and unswerving devotion to duty reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

BUMEDINST 1650.1
27 Jun 2006

SAMPLE CITATION

The Secretary of the Navy takes pleasure in presenting the Navy and Marine Corps Commendation Medal to

HOSPITAL CORPSMAN SECOND CLASS (SURFACE WARFARE)

JOHN D. SMITH

UNITED STATES NAVY

for service as set forth in the following
CITATION:

For meritorious service while serving as Job Title, Department, Command, City, State, from April 1997 to April 2000. A designated Master Training Specialist, Petty Officer Smith consistently employed creative instructional techniques to enhance student comprehension of didactic and laboratory lessons. As Clinical Coordinator, he led over 150 students through a rigorous 16-week clinical training program, ensuring each student met the requirement to scrub in 100 surgical procedures in 9 required specialties. As Military Advisor, his outstanding leadership resulted in the class graduating with a 91.90 grade point average. By his noteworthy accomplishments, perseverance, and devotion to duty, Petty Officer Smith reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

BUMEDINST 1650.1
27 Jun 2006

SAMPLE CITATION

The President of the United States takes pleasure in presenting the Meritorious Service Medal to

COMMANDER JOHN D. SMITH
MEDICAL SERVICE CORPS
UNITED STATES NAVAL RESERVE

for service as set forth in the following
CITATION:

For outstanding meritorious service as Job Title, Department, Command, City, and State, from April 1997 to April 2000. Commander Smith re-configured the Medical Engineering and Manufacturing Development Research Program into a requirements based competitive process. This change was crucial for advancing medical research and development efficiencies into the 21st Century. His development of a medical wargame scenario, "VANGUARD 1999" ensured medical research and development efforts met war-fighter requirements. The success of the "VANGUARD 1999" wargame gained the attention of the Vice Chief of Naval Operations who addressed the working group as its guest speaker. His efforts in development of the "VANGUARD 2000" and a joint medical wargame validated the basis for medical research and development programs across all three services. His experience and leadership led the Navy's \$250 million, 1,200 person medical research and development organization through a 3-year laboratory infrastructure reduction and command re-organization effort. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander Smith reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

SAMPLE CITATION

The President of the United States takes pleasure in presenting the LEGION OF MERIT (Gold Star in lieu of the Second Award) to

CAPTAIN JOHN D. SMITH
MEDICAL SERVICE CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service while serving as the Director, Manpower Division, Bureau of Medicine and Surgery, Washington, DC from September 1994 to June 2000. Captain Smith's dynamic leadership and guidance dramatically improved and completely transformed every aspect of Navy Medicine Manpower. Rooted deeply in the philosophy of total quality leadership and commitment to customer service, his motivational style was the impetus for new levels of excellence among his staff as they implemented his vision for the Component Unit Identification Code Program. His personal actions and leadership established an unprecedented standard of professionalism. His outstanding ability and expertise significantly increased the quality and stature of Navy Medicine's Manpower programs throughout the Department of Defense and the Military Health Service System. Recognized as the definitive manpower expert, his dedication to continually improving manpower processes and systems has greatly enhanced the Bureau of Medicine and Surgery's capability to fulfill its dual readiness and benefit mission. Captain Smith's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

FORMAT FOR FLAG LETTER OF COMMENDATION

The Surgeon General
takes great pleasure in presenting to

MESS SPECIALIST FIRST CLASS
JOHN D. SMITH
UNITED STATES NAVY

LETTER OF COMMENDATION

In Recognition of Services as set forth herein

For exceptional achievement in the superior performance of (your) duties while serving
as (job title, command, city, state) from (month/year) to (month/ year). _____

Your exemplary professional performance, dedication, and unmatched commitment to duty
reflected credit upon yourself and were in keeping with the highest traditions of the United
States Naval Service.

JOHN P. DOE
Vice Admiral, Medical Corps
U.S. Navy

UNIT AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:		4. PHONE: (DSN) (COM)		5. IS LIST OF PARTICIPATING COMMANDS INCLUDED IN THIS SUBMISSION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
6. CITED UNIT:			7. UIC/RUC OF CITED UNIT:		
8. CITED UNIT COMPONENT:		9. SHIP ? YES <input type="checkbox"/> NO <input type="checkbox"/>		10. RECOMMENDED AWARD NUMBER (EX: FIRST)	
11. RECOMMENDED AWARD			12. PREVIOUS UNIT AWARDS AND DATES RECOGNIZED:		
13. UNIT AWARDS RECOMMENDED-NOT YET APPROVED					
14. CAMPAIGN		14a. OPERATION		15. OTHER UNITS BEING RECOMMENDED FOR SAME ACTION:	
16. GEOGRAPHIC AREA OF ACTION/SERVICE			17. ACTION DATE/MERITORIOUS PERIOD		
18a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			18b. SIGNATURE		18c. DATE

19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)				
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD
1				
2				
3				
4				
5				

20. TO BE COMPLETED BY AWARDING AUTHORITY		
DISPOSITION OF BASIC RECOMMENDATION	SIGNATURE, GRADE, TITLE	DATE APPROVED

21. CNO / CMC AWARDS BRANCH USE ONLY	
SERIAL NO:	DATE RECEIVED:

22. NDBDM USE ONLY	
FROM: SECNAV (NDBDM)	DATE:
TO: CNO (DNS 37/N09B13) CMC (CODE MMMA)	
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	
2. Reviewed and recorded.	
By direction _____	

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 23) is requested. In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 11, 12, 13, 19 and 20
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

EM	Navy Expeditionary Medal	NU	Navy Unit Commendation	LC	Cmdr in Chief, US Atl Flt LOC
AE	Armed Forces Expeditionary Medal	MU	Meritorious Unit Commendation	PC	Cmdr in Chief, Pac Flt LOC
HS	Humanitarian Service Medal	NE	Navy "E" Ribbon	EC	Cmdr in Chief, USN Forces, Europe LOC
CR	Combat Action Ribbon	SC	SECNAV LOC	CF	Cmdr, US Naval Forces Central Cmd LOC
PU	Presidential Unit Citation	CT	CMC COC	XX	Letter of Commendation
JU	Joint Meritorious Unit Award	CL	CNO LOC		

23. Summary of Action

PARTICIPATING COMMANDS ENTRY FORM

P1. CITED UNIT NAME:	For Multiple Forms Entry: Participating Commands Entry Page#
P2. CITED UNIT RECOMMENDED AWARD	P3. CITED UNIT ACTION DATE/MERITORIOUS PERIOD

List Participating Commands for the Unit Awards; fill in Merit Dates and/or Component ONLY if they are different than the Primary Cited Unit's

	PARTICIPATING COMMAND	MERIT START	MERIT END	COMPONENT
1				
2				
3				
4				
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6				
7				
8				
9				
10				
11				
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UNIT AWARD RECOMMENDATION SUPPLEMENT

PARTICIPATING COMMANDS

PARTICIPATING COMMANDS ENTRY FORM				
P1. CITED UNIT NAME:	For Multiple Forms Entry: Participating Commands Entry Page #			
P2. CITED UNIT RECOMMENDED AWARD	P3. CITED UNIT ACTION DATE/MERITORIOUS PERIOD			

List Participating Commands for the Unit Awards; fill in Merit Dates and/or Component ONLY if they are different than the Primary Cited Unit's.

	PARTICIPATING COMMAND	MERIT START	MERIT END	COMPONENT
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